Applying a Template to a New Page

Templates

A template is a pre-defined page that people can use as a foundation for new pages. They are useful for giving pages a common style or format. Page Layouts can be used to change the layout of pages after the page has been created.

1. Click on **Create** in the top menu bar and select the desired page template.
2. When the editing window opens, it will show the template applied to the new page, enter a title for the page and enter the desired content or macros.
3. When finished, click **Save**.

> **On this page:**
>
> - Templates
>
> **Related pages:**
>
> - Quick Reference Guide for the Confluence Editor
> - Confluence Wiki Markup
> - Confluence User's Guide

The first few listings under the **Create** button are a blank page and blueprints. See Working with Blueprints for more information.

- Blank Page (Start with a blank page)
- Blog Post (Share news and announcements with your team)
- Decision (Record important project decisions and communicate them with your team)
- File List (Upload, preview and share files with your team)
- Meeting Notes (Plan your meetings and share notes and actions with your team)
- Product Requirements (Define, track and scope requirements for your product or feature)

Currently the list of templates include:

- Charts (Display various types of charts: pie chart, bar chart, line chart)
- Development Team Space Home Page
- Document List (Create a list of uploaded documents and files which can be shared with other users as they can view the attached files by clicking the view link)
- Feature Specifications
- HOW-TO Guide
- Knowledge Base Article
- Meeting Minutes
- Meeting Notes (Create a new meeting notes page using this template. Keep track of who attended, what has been discussed during the meeting and what needs to be acted upon)
- Multimedia content (Share videos, slideshows and Twitter streams on pages with the Widget Macro)
- RSS News Feed (Display recently updated items from blogs and news sources on the web)
- Status Meeting
- Tasklist (Manage your own tasks using Dynamic Tasklist)
- Three-Column Layout (This page has three columns each of an equal width)

Two-Column Layout (This page has two columns each of an equal width)

> - Visit Template Examples for a visual depiction of the various templates.
> - Contact the administrator if you would like to design a new template or install an existing template from the Atlassian Marketplace. It is to the discretion of the Earthdata Wiki administrator to install a template from the Marketplace.